

BIRCHWOOD SPORTSMAN/CLUB ROOM, OXLEASE HOUSE AND HOWE DELL
CONDITIONS OF HIRE

1. All lettings are at the discretion of the Council and its authorised officers. The Clerk will reserve the right to refuse a booking.
2. THE HIRER SHALL PAY A DEPOSIT OF £50.00 WHICH IS RETURNABLE EXCEPT:
 - (A) IN THE EVENT OF DAMAGE TO THE BUILDING, OR FIXTURES AND FITTINGS, BOTH INSIDE AND OUTSIDE THE PREMISES. IN THE EVENT OF DAMAGE COSTING LESS THAN THE SECURITY THE DIFFERENCE WILL BE REFUNDED. IF DAMAGE COSTS MORE THAN THE SECURITY THE HIRER SHALL BE LIABLE FOR THE DIFFERENCE.
 - (B) IN THE EVENT OF ANY OF THE CONDITIONS OF HIRE BEING BROKEN BY THE HIRER.
 - (C) IN THE EVENT OF ANY EMERGENCY SERVICES BEING CALLED TO THE BUILDING AS A RESULT OF ACTION OR BEHAVIOUR BY THE HIRER OR HIS GUESTS.
 - (D) IN THE EVENT OF THE BOOKING BEING CANCELLED WITHIN 3 MONTHS.
3. The hirer shall be present and totally responsible for the premises during the hire period.
4. The hirer shall be entitled to use only the areas within the premises specified on the hire agreement.
5. **All bookings together with a deposit must be paid for within 2 weeks of confirmation of the booking.**
6.
 - (a) All functions must cease no later than 10.00 p.m.
 - (b) To comply with the Public Entertainment Licence, music must cease no later than 10.00 p.m.
7. The hirer shall ensure that immediately after the function:
 - (a) Chairs are clean, stacked and replaced to their storage area.
 - (b) All tables, work surfaces and any ancillary items used are cleaned and replaced to their storage area.
 - (c) Any spilt liquids are mopped up.
 - (d) All floor areas used are swept clean.
 - (e) All loose rubbish is put into bags provided and the bags placed in the bin provided outside the premises.
8. The hirer shall be responsible for the setting out and putting away of tables and chairs as they so require.
9. The hirer shall ensure that all fire exits, passages and doors are kept free and unobstructed during the hire period. This includes access from the road to the main doors of the premises.

10. Any damage caused to the building during the hire period should be reported and the hirer shall be liable for.
11. During the hire period the hirer shall not interfere with any electrical installations, nor drive nails or pins into walls or woodwork, nor use sticky tape or other materials on surfaces possibly damaged by such use.
12. Any helium balloons and all other decorations must be removed by the end of the functions, to ensure that the building alarms are not set off by balloons/decorations floating in front of the sensors.
13. No alcoholic drinks may be brought onto the premises.
14.

Maximum Attendance	BIRCHWOOD SPORTSMAN SUITE	40
	OXLEASE HOUSE	60
	HOWE DELL COMMUNITY HALL	70
15. The hire time includes time allowed for cleaning and vacating the premises. Time over and above the hire time will be charged in multiples of 1 hour and deducted from the deposit.
16. The Council reserves the right to cancel any letting for any time, or in an emergency, or on giving not less than 28 days notice in writing. In such cases fees paid shall be refunded to the hirer by the Council. The Council shall not be liable to pay any compensation to any person in respect of the cancellation.
17. No fee paid will be refunded where the premises are not used on the day for which they are hired, except in the event of a cancellation not later than 3 months before the date of reservation for a reason acceptable to the Council. The hire charge may be refunded less a charge to cover administration costs.
18. The Centre Manager and any other authorised member of staff shall have access to all parts of the premises during the hire period.
19. THE COUNCIL SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED TO ARTICLES WHILST ON THE COUNCIL'S PREMISES.
20. No bookings can be made by anyone under the age of 21
21. The use of smoke machines or any form of pyrotechnics IS STRICTLY PROHIBITED either inside or outside the building.
22. No Bouncy Castles may be used on the premises due to Health and Safety reasons.
23. No bookings can be taken for Parties for ages 13 to 20 year olds.
24. THE HIRER shall agree to take full responsibility for the food prepared and served in the hall.

The following website has useful information:
www.nhs.uk/Livewell/homehygiene/Pages/Foodpoisoningtips.aspx
25. If music is being played the hirer must ensure that all doors and windows remain closed so that the local residents are not disturbed.